



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES**

PERSONNEL SUPERVISOR I

Final File Date: **October 14, 2011**

Bulletin Release Date: September 23, 2011

PROMOTIONAL ONLY

KY30 -1304 0H146



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE	This is a promotional examination for the California Department of Public Health and the California Department of Health Care Services.
WHO SHOULD APPLY	Persons who have permanent civil service appointment with the California Department of Public Health or the California Department of Health Care Services and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992; <u>OR</u> persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
HOW TO APPLY	<p>To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/jobs/stateapp.htm. Applications may be filed in person or by mail with:</p> <p align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 324-0286 SELECTION AND CERTIFICATION UNIT</p> <p>In Person: 1501 CAPITOL AVENUE, SUITE 1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by October 14, 2011 , the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
SPECIAL TESTING INFORMATION	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.
ORAL INTERVIEW DATE	It is anticipated that oral interviews will be scheduled in November 2011 in Sacramento.
IDENTIFICATION REQUIREMENT	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE(S)	\$3,658 - \$4,446 per month.
EMPLOYEE BENEFITS	<p>In addition to the salary above the California Department of Public Health and the California Department of Health Care Services offer benefits in the following areas:</p> <ul style="list-style-type: none"> ● Health, Dental, and Vision ● Cash Benefit Programs ● Disability Insurance ● Work, Home, and Family ● Beneficiary and Survivor Benefits ● Awards ● Retirement and Separation Benefits ● Flexible Schedules ● Public Transit Reimbursement (limits apply)

	A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm
POSITION DESCRIPTION	<p>This is the first supervisory level in the series and incumbents are responsible for one or more personnel transactions programs. Under general supervision, incumbents supervise a staff of Personnel Specialists performing personnel/payroll transactions functions. There may be functional supervision of lower-level Personnel Specialists in geographically separated locations. Incumbents develop and provide training and technical assistance to internal and departmental staff.</p> <p>Positions exist with the California Department of Public Health and the California Department of Health Care Services in Sacramento.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by October 14, 2011, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p>Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.
GENERAL QUALIFICATIONS	In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.
ADDITIONAL DESIRABLE QUALIFICATIONS	Familiarity with automated systems.
EXAMINATION INFORMATION	<p>The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.</p> <p>The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
INTERVIEW SCOPE	<p>In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Current office methods, procedures, equipment, and basic math principles. 2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments. 3. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions. 2. Independently interpret and use reference material. 3. Give and follow directions. 4. Gather data. 5. Design and prepare tables, spreadsheets, and charts. 6. Advise employees of their rights. 7. Consult with supervisors on alternative actions which they may take on various transaction situations. 8. Communicate effectively.

	<ol style="list-style-type: none"> 9. Operate a computer keyboard/terminal. 10. Establish and maintain cooperative working relations with those contacted during the course of the work. 11. Organize and prioritize work. 12. Create/draft correspondence. 13. Maintain personnel records. 14. Represent the department on intra/interdepartmental teams. 15. Coordinate a variety of personnel/payroll transactions. 16. Research critical transactions and recommend alternative solutions. 17. Plan, organize, direct, and evaluate the work of subordinate staff. 18. Analyze work processes, evaluate suggestions, and develop and implement effective courses of action. 19. Effectively present ideas and recommendations. 20. Develop subordinate staff and assess training and developmental needs. 21. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
ELIGIBLE LIST INFORMATION	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire <u>12 months</u> after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.</p>
VETERANS PREFERENCE	Veterans preference credits are not granted in promotional examinations.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922 Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>